

**West Virginia Developmental Disabilities Council**  
**Meeting Minutes**  
**Comfort Inn & Suites, Mineral Wells, WV**  
**April 22, 2003**

**Members Present:** Laura Helems, Robin Ayers, Karen Davis, Luann Decker, Rosanna Hohman, John Hunneshagen, Debrin Jenkins, Kelly Kirk, Frank Kirkland, Richard Merryman, Pat Moss, Libby Nester, Jim Plitt, James Qualls, Michael Sharley, John David Smith, Jerri Stephens, Cheryl Vega, Mary Ellen Zeppuhar

**Members Absent:** Christy Bishop, Dee Braley, Ophelia Coats, Jeannie Elkins, Jeanne Grubb, Ken Kennedy, Jane McCallister, Bob Peck, Bobbie Reynolds, Kevin Smith, Andrea Workman

**Staff Present:** Steve Wiseman, Jan Lilly-Stewart, Jim Cremeans, Linda Higgs, Betsy Southall

**Visitors:** Larry Medley for Bobbie Reynolds; Sherry Perky, Special Education Teacher from A. I. Boreman; James Brown, Special Education Director from Tyler Co.; Carol Ann Kucharski, Regular Education Teacher from A. I. Boreman; Barbara Thomaselli, School Psychologist from A. I. Boreman.

**Welcome, Introduction and Announcements:**

The meeting was called to order at 9:28 am by Laura Helems.

Michael Sharley read the Mission Statement of the Council.

Members of the Council introduced themselves.

Laura congratulated Luann Decker on the excellence of the State Autism Conference held in early April.

Laura presented Richard Merryman with the new Self-Advocacy Poster. The framed poster features Richard and describes how he has taken greater choice and control in his life.

**Approval of the January 28, 2003 Minutes:**

Debrin moved and Pat seconded a motion to accept the **Minutes** as written.

**Motion carried.**

**New Business**

### **FY 2003 Budget and Grants – 3-month extensions**

Steve gave an overview of the proposal to change the current fiscal year (July 1 – June 30) to match the federal fiscal year (October 1 – September 30). He said that it would require a three-month extension of current grants to match the federal fiscal year. He stated that there are still financial issues at the federal level which need to be ironed out.

Steve reviewed the two grants that provide administrative work for operating expenses and personnel. He said that both of those grants (Community Access and Mountain State Centers for Independent Living) are currently under budget. He recommended that those grants be extended for next three months.

Steve reviewed each grant funded by the Council. He gave an overview of the funds allotted, the goals of each grant, the ending dates, and the projected cost that would be required to extend grants for the next three months. Steve stated that he anticipates that the Council will end up banking some funds at the end of the year as he expects that some grants will not be renewed or will be renewed at a lower funding level. Overall, he felt that the Council was in good financial standing.

**Debrin motioned and Pat seconded a motion to continue the operating budget for the next three months. James Qualls abstained due to association with MSTCIL.**

**Motion carried.**

**Debrin made and Rosanna seconded a motion to continue the grant's budgets as presented (see attachment.)**

**Motion carried. James and Karen abstained due to their involvement with programs funded by the Council.**

The FY 2004 budget will be voted on at the July 15 Council meeting in Bridgeport.

### **Discussion of the FY 2004 Budget**

Steve gave an overview of the proposed FY 2004 budget. He said that changing the fiscal period to match the federal one will make budget planning simpler. He said that the Council's new budget will be conservative, but that he looks forward to beginning new projects. He said that there will have to be a new Call For Investments Notice disseminated in the very near future. He suggested that \$170,000 be available for new grants. He recommended that \$20,000 of that amount be reserved for mini-grants. He said that there would be new calculations in the Fall once grant renewals are discussed and action is taken.

At the end of June, Steve anticipates a \$295,000 surplus. He said that overall, the monies are stabilizing from the Federal government and that the Council is in good financial standing, considering the large cuts we have taken. A discussion ensued.

**Libby made and Jim P. seconded a motion to go forward with the CFI for projects for \$170,000 of which \$20,000 be set aside for mini-grants.**

**Motion carried. James and Karen abstained because of involvement of possible projects.**

### **FY 2004 Grants**

#### **Designated Stipends Work Group Report**

Cheryl reported on behalf of the work group (including Bob Peck and Laura Helems) that reviewed organizations' requests for Designated Conference Stipends. Cheryl reported that \$16,000 was set aside for the stipend support. A chart was distributed to Members with a recommended funding plan. (see attachment)

Laura said that one of the main determining factors was whether the conference/stipend activity specifically dealt with developmental disabilities. She said that priority was given to those activities dealing specifically with developmental disabilities. Remaining funds were then divided among other agencies.

**Cheryl Vega made and Jim P. seconded a motion that the recommended funding for the various stipends as presented for a total of \$16,000 be adopted.**

**Motion carried. Karen, Luann, and James abstained due to affiliations with projects.**

### **Mini Grants**

Laura stated that \$20,000 was set aside with up to \$1,500 available for each project. She asked that Council members volunteer to be part of a work group to clarify criteria for funding and model for grants. Laura suggested that the *Executive Committee* take charge of grant requests that are recommended, rather than having the Council vote on requests at quarterly meetings. She stated that this would allow for timely awards. Decisions could be communicated to all Council members.

**Debrin made and Robin seconded a motion to grant the mini-grant workgroup the authority to define the parameters for qualifying for a mini grant. The *Executive Committee* will review each proposal and decide whether the grant would be funded.** Discussion ensued whether or not the Council would have any say in the finalization of the parameters.

**A hand vote was taken. 10 were in favor. 5 were against the motion. James abstained.**

**Motion carried.**

### **FY 2004 Grants**

Committee Chairs or their designees gave an overview of their respective committees' recommendations for issues that need to be addressed in the FY 2004 CFI.

Jim P. gave a report from the *Health Committee* for Christy Bishop. He stated that the committee felt that a study needed to be conducted regarding community health access. They also suggested a study regarding access to dental health services. The committee suggested collaborating with WVU School of Dentistry. He stated that the committee felt that some issues before them such as transportation and assistive technology should be deferred to the *Community Living Committee*.

Cheryl gave an overview of the *Systems Coordination Committee* recommendations for the FY 2004 CFI. She addressed workforce development, abuse and neglect, training curriculum for emergency and law enforcement personnel training, and advocacy projects focusing on older caregivers, long term planning, guardianship, etc. A discussion ensued.

Cheryl said that the committee had discussed several quality assurance based projects, including Core Indicators Project. They also discussed the importance of public awareness and outreach activities that target underserved and unserved populations.

Luann Decker gave an overview of the *Education Committee's* recommendations for Jeannie Elkins. She discussed the importance of quality training for parents, leadership and support for Positive Behavior Support training for teachers, continued public awareness and monitoring and evaluating transitional programs.

Mary Ellen Zeppuhar gave an overview of the *Employment Committee's* recommendations. She discussed the importance of training and advocacy for ticket to work and school to work transition. A position paper and staff training were needs identified. She discussed a project to conduct a study on transportation and recommendations on how to improve statewide transportation as it relates to community employment. She said that the committee was very interested in the conversion of sheltered workshops to community employment opportunities.

Karen stated that the *Community Living Committee* wanted to find out what kind of housing opportunities were available throughout the state. She stated that transportation, if paired with employment, could also be a community living issue. She suggested that *Employment* and *Community Living Committees* could work together on that issue.

Richard recommended an additional project to focus on Self Advocacy so that people would know of the importance of self – advocacy. Richard specifically mentioned the “Shifting the Power” training. Steve suggested using the mini grant funds to fund such a project. Steve also suggested that the Systems Coordination Committee take up that issue at some point and perhaps partner with WVU CED. He suggested that Richard, Kevin and Helen Panzaroni give a presentation on “Shifting the Power” at a future Council meeting. The Council can decide at that time if it wants to grant more resources to the project.

Steve stated that some of the information reported will not necessarily directly require grant projects.

**Karen made and Michael seconded a motion to accept the committee recommendations for the CFI proposal as presented.**

**Motion carried**

#### **Nominating Committee Report**

Libby gave a report on the recommendations of the *Nominating Committee*. She stated that there were 34 applications in total, including 2 renewals. The Council has 6 positions to be filled. She stated that Sandy Haberbosch was recommended to fill Rosanna’s position as a 4-year term member. Clint Martin was recommended to fill Michael’s position as a 4-year term member. L Keith Spencer was recommended to finish James Farrar’s position as a 1-year term member. Terry Rodighiero was recommended to fill Luann’s position as a 4-year term member. Mary Ann Jenkins, Assistant Principal for Jefferson Co. Board of Education, was recommended to fill Debrin’s position as an at-large member for a 4-year term member. S. Craig Curtis, Executive Director of Potomac Highlands Guild, was recommended to finish Tim Derico’s at-large position for a 1-year term.

**Libby made and Jim P. seconded a motion to accept Jerri Stephen’s and Cheryl Vega’s application for a second term on the Council.**

**Motion carried. Cheryl and Jerri abstained.**

**Libby made and Debrin seconded a motion to accept the Nominating Committee’s recommendation that the names of the 6 individuals discussed, Sandy Haberbosch, Clint Martin, L. Keith Spencer, Terry Rodighiero, Mary Ann Jenkins and S. Craig Curtis, be forwarded to the Governor for appointment to the Council.**

**Motion carried. Robin abstained because of an affiliation with the Potomac Highlands Guild.**

### **Legislative Report**

Jan gave an overview of the final status of the DDC Legislative Priorities. She distributed a handout containing a review of the legislative outcomes.

Steve and Jan gave an overview of the Budget Bill that was signed by the Governor. Steve focused specifically on the budgets for DRS and DHHR. He reviewed new line items in the DRS budget and reviewed funding increases and decreases in important line items such as supported employment and sheltered workshops. He reviewed the DHHR budget and reviewed the slide presentation given by Secretary Nusbaum to the Legislature's Finance Committees. He stated that the presentation was effective in that the DHHR was able to get funding for important programs, and a discussion ensued.

Laura went over several of the handouts contained in the Council packets. Linda announced that WV Advocates will be holding public forums throughout the state to inform people about what WVA does and the rights of people with disabilities. The first forum is scheduled for May 8, 2003 in the Robert C. Byrd Health Sciences Center Building on the CAMC Memorial Division Campus.

Steve thanked Mary Ellen Zeppuhar for arranging for 3 graduate or undergraduate credit hours from WVU for successful participation in the Council sponsored Program Analysis of Service Systems training.

Steve announced that press clippings from the inclusion award presentations would be available for anyone who was interested in seeing them.

### **Presentation: Arthur I. Boreman Elementary School**

Jim C. introduced representatives from A.I. Boreman Elementary School, one of the winners of the 2002 School Inclusion Award. He gave an overview of the school's winning program. He stated that the program was the recipient of a Council grant about 10 years ago and that he was pleased that the program has continued. He stated that the school has one of the highest rate of students with disabilities and is ranked among the top in the State on SAT 9 achievement testing scores.

Representatives from Arthur I. Boreman and Tyler Co. Schools, Sherry Perky, James Brown, Carol Ann Kucharski, and Barbara Thomaselli, gave a presentation on their inclusive program in which the majority of the students are in typical education settings over 90% of the time.

Steve and Laura asked the presenters for advice on how the Council can play a more active role in helping other schools throughout the state develop inclusive programs. Mr. Brown, Director of Special Education for Tyler County, suggested promoting a co-teaching model. A discussion of concerns about the new Federal/State initiative "No Child Left Behind" ensued.

Concerns included: the burden of additional paperwork requirements may reduce staff-student time; a possible reduction of inclusion practices in an effort to increase test scores of children in “regular” education; increased expulsions/suspensions of children in Special Education.

The panel invited Members to visit the school and see how their program works. Steve stated that he had discussed the program with Dr. Bob Pasternak, Assistant Secretary of the US Department of Education for Special Education and Rehabilitative Services who was very impressed. Dr. Pasternak told Steve that he would like to come to WV and visit some exemplary programs.

### **Report on “Shifting the Power” by Richard Merryman**

Steve stated that the Council paid for 4 individuals to attend the “Shifting the Power” self-advocacy conference. Steve relayed comments from Kevin Smith, who was unable to attend the meeting. Kevin felt that it was good to bring all of the self-advocates together. Kevin and Ken Ervin visited a nursing home and took the message of the conference to residents. Kevin would specifically like to target people in nursing homes and students in schools.

Richard gave an overview of his experience with the “Shifting the Power” conference. He shared with the Council some of the information he gathered and helped create while at the training. He stated that he received training at the workshop to go out into his community to train others with developmental disabilities about self-advocacy. He said he would like to meet with the individuals he will train individually. He said that they would ultimately like to have 150 trainers. He said it would be educational for school students and adults with disabilities. Laura suggested combining the training with Partners In Policymaking. Richard said that he would also like to specifically target individuals in sheltered workshops for self-advocacy training.

### **Program Updates**

**WV Birth to Three (BTT)** – Pat Moss gave an update of the changes to the program. She stated that it is becoming a more person-centered program. The traditional model told families what they would receive whether they needed it or not. Families are now allowed to choose their service providers. The BTT program has completely restructured its financing system. Service providers now receive cost based reimbursement. The number of direct service providers has increased. BTT is also providing training programs to provider staff to assure that quality services and supports are available to families and children. They have developed regional administrative units that help families get the services and supports they need locally. Administrative agents are no longer allowed to provide services directly to children and families. This ensures that services are no longer agency driven. A discussion ensued. It was recognized that the system changes in BTT will teach us about how other support systems might change.

**MR/DD Waiver** – Jim P. complimented the Birth To Three program for developing a more person-centered program and stated that it was something that the MR/DD Waiver is looking into as a possible redesign strategy. He stated that BMS asked for 600 additional MR/DD Waiver slots and stated that they should be online on July 1. There are approximately 380 individuals on a waiting list. He said that people are added to the list every day, so he does not know how many slots they will have by July.

He gave an overview of revised policies regarding respite services and taxation that have been distributed, and a discussion ensued. He also said that “special projects” would be completely eliminated as of October 1.

Frank stated that the DD Division is in the process of piloting their new Quality Assurances system. He gave a brief overview of the program. He also stated that the Waiver program is revamping its data system. He said that they would be including Core Indicators findings in their quality review. He also stated that people are to refer to the existing letters of instruction on taxes and “difficulty of care” payments.

**A/D Waiver** - Larry Medley relayed from Bobby Reynolds an update of A/D Waiver issues. He stated that the RFP for the independent Pre Admissions Screening (PAS) review agency has been distributed. He stated that the revision of the A/D Waiver Manual is contingent upon the selection of the PAS agency and therefore will not be released until after that agency has been selected. He also stated that there have been several other changes to the proposed Manual since the last meeting. He stated that the freeze is still in place but may be lifted on July 1. BoSS hopes that all 300 individuals on the wait list will go on the A/D Waiver at that time.

### **Meeting Feedback**

Linda gave a brief overview of the feedback provided by the Members on the review forms from the January 28, 2003 Council meeting. Overall, the feedback was very positive. She said that most people commented that the small breakout sessions were particularly helpful. The three breakout group reports had been sent to Members before the Council meeting.

### **Solicitation For Ideas For Future Breakout Groups**

Steve asked the Council for ideas on topics they would like to discuss in small groups. He asked if members would like to have a small group discussion on presentations made at the Council meetings. Pat suggested inviting the presenters to become part of the small groups to enhance the discussion.

Laura asked members to list any ideas they have for small groups on their evaluation form.



Debrin suggested inviting Representative Shelley Moore Capito to a meeting.

### **Other Business**

None

### **Announcements**

James Qualls announced that there would be a grand opening of the DRS building in Huntington on 4/23/03 from 3 – 5 pm. He said that Governor Wise is scheduled to speak at the event.

Karen announced that she and Delmar got the lot for their house.

Laura announced that several individuals would be going to the NADDC meeting in June. Linda will be on a panel about responsibilities of DD Council Members. Steve will be speaking about the A.I. Boreman School Inclusion Program.

Laura announced that PASS training is tentatively scheduled for the 2<sup>nd</sup> week of August. She thanked Mary Ellen for securing college credits for program participants.

The current PIP class will be graduating on May 17, 2003.

Mountain State University in Beckley is working on a graduate degree program on disability. A collaboration with WVU is being investigated.

John David announced that Concord College will be conducting a one-day seminar on April 25<sup>th</sup> on developmental disabilities.

Laura reminded Members to send back their responses to the Council office as to whether or not they will attend meetings. She reminded Members that the Council staff needs an accurate count for meals.

### **Adjournment**

**Debrin made and James seconded a motion to adjourn.**

**Motion carried.**

The meeting was adjourned at 3:31 pm.

**Next Meeting:  
July 15, 2003 9:30am – 3:30pm  
Bridgeport Holiday Inn**